

Office Memorandum • UNITED STATES GOVERNMENT

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TO :

DATE: 12 June 1952

FROM :

SUBJECT: Weekly Report 5 June - 12 June 1952

1. The week has been full of meetings. On Monday I went to Mr. Meloon's meeting to clarify Personnel Pool procedures. In the afternoon I worked with [] on the writing of a memo of procedures. On Tuesday [] called a meeting of Personnel people in order to clarify and modify the procedures as a result of the discussion. I was asked to be present as a representative of the Office of Training.

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2. [] and I worked on the blocking out of courses for the Clerical Orientation program with several alternatives in terms of space, staff, and varying numbers of new employees coming in.

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3. On Wednesday, another staff meeting with [] and the clerical instructors to keep the channels cleared of obstacles.

4. Clear understanding of names of areas and operations is needed. "The Pool" is a misnomer now for [] Street. I understand that Personnel has now designated its [] Street activity: Interim Assignment Branch. I suggest we call our D Street operation "Clerical Induction Training", to differentiate between that and the Clerical Refresher Training and the Clerical Orientation Program. If these titles are acceptable, I will send out a memo to all TLO's to give this information at such time as our Clerical Orientation Program is put into effect.

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Approval recommended